

Job Title: Sr Project Manager

Job Summary: The Sr Project Manager is responsible for overseeing all project management activities to ensure successful execution of solar projects from inception to completion. This role involves strategic planning, resource allocation, stakeholder management, and ensuring projects are completed on time, within budget, and to the highest quality standards. The Sr Project Manager will lead a team of project managers and collaborate with various departments to drive project success and support the company's growth objectives.

Responsibilities:

1. Leadership and Strategy:

- Develop and implement project management strategies and best practices to improve efficiency and effectiveness.
- Provide leadership, direction, and oversight to the project management team, ensuring alignment with the company's strategic goals.
- Establish and maintain strong relationships with key stakeholders, including clients, contractors, and suppliers.

2. Project Planning and Execution:

- Oversee the planning, scheduling, and execution of all solar EPC projects, ensuring adherence to project timelines and budgets.
- Ensure all projects are delivered with high quality, meeting or exceeding client expectations and industry standards.
- Monitor project progress, identify potential risks, and implement mitigation strategies to address issues proactively.

3. Resource Management:

- Allocate resources effectively across projects to optimize performance and productivity.
- Manage the recruitment, training, and development of project management staff to build a high-performing team.
- Ensure adequate staffing levels and resource availability to meet project demands.

4. Financial Management:

- Oversee project budgeting, cost estimation, and financial tracking to ensure projects are delivered within budget.
- Implement financial controls and reporting mechanisms to monitor project expenditures and financial performance.
- Identify and implement cost-saving initiatives without compromising quality or safety.

5. Quality and Compliance:

- Ensure all projects comply with relevant regulations, standards, and industry best practices.
- Implement and maintain quality assurance and quality control processes to ensure project quality.
- Conduct regular audits and inspections to ensure compliance with safety and quality standards.

6. Stakeholder Communication and Reporting:

- Maintain effective communication with clients, providing regular project updates and addressing any concerns or issues.
- Prepare and present project status reports, financial reports, and performance metrics to senior management and stakeholders.
- Foster strong client relationships to enhance customer satisfaction and secure future business opportunities.

7. Risk Management:

- Identify and assess potential project risks, developing risk management plans to mitigate impact.
- Monitor and manage project risks throughout the project lifecycle, ensuring timely resolution of issues.
- Ensure project teams are trained and equipped to handle risk management activities effectively.

8. Process Improvement:

- Continuously evaluate and improve project management processes, tools, and methodologies.
- Implement lessons learned and best practices to enhance future project performance.

- Drive innovation and efficiency in project execution to maintain a competitive edge in the industry.

9. Team Leadership and Development:

- Mentor and coach project managers and team members to foster professional growth and development.

- Promote a collaborative and inclusive team culture, encouraging open communication and knowledge sharing.

- Conduct regular performance reviews and provide constructive feedback to team members.

Qualifications:

1. Education:

- Bachelor's degree in Engineering, Project Management, Business Administration, or a related field.

- Master's degree in a relevant discipline is preferred.

- PMP (Project Management Professional) or equivalent certification is highly desirable.

2. Experience:

- Minimum of 10 years of experience in project management, with at least 5 years in a leadership role within the solar or renewable energy industry.

- Proven track record of successfully managing large-scale solar EPC projects from inception to completion.

- Experience in managing cross-functional teams and working with clients, contractors, and suppliers.

3. Technical Skills:

- Strong understanding of solar PV systems, EPC project lifecycle, and construction management.

- Proficiency in project management software (e.g., Microsoft Project) and tools.

- Knowledge of relevant regulations, standards, and industry best practices.

4. Leadership and Interpersonal Skills:

- Exceptional leadership and team management skills, with the ability to motivate and inspire a high-performing team.
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with stakeholders.
- Effective problem-solving and decision-making abilities.

5. Project Management Skills:

- Excellent organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Strong financial acumen, with experience in budgeting, cost control, and financial reporting.
- Ability to navigate complex project environments and deliver results under pressure.

6. Other Attributes:

- High ethical standards and integrity, with a commitment to maintaining confidentiality and handling sensitive information responsibly.
- Willingness to travel to project sites as needed.
- Adaptability and flexibility to respond to changing project requirements and industry dynamics.

Personal Traits:

- **Innovative Thinker:** Ability to think creatively and strategically to drive project success and continuous improvement.
- **Detail-Oriented:** Meticulous attention to detail to ensure the highest quality and accuracy in all aspects of the work.